## MARION POLICE DEPARTMENT

| PERSONNEL COUNSELING RECORD | UNIT | DATE: |
|---|---|---|
| **Negative Counseling** | Patrol | 11-17-23 |
| Counseled Employee's Name (Last-First-M.I.) | Rank | ID: |
| **Goodman, Justin** | Officer | 157 |

Counseling Issues:

On 11-17-23 I received a request from a citizen asking to speak with a supervisor regarding a traffic stop Officer Goodman conducted. While researching the call, I discovered Goodman had taken a report number out for the incident but had not completed the report. The report was left uncompleted over Officer Goodman's days off. There have been numerous emails sent from the Administration and from Sergeants making it clear that all reports must be complete before the end of the officer's work week.

Later in the afternoon I was made aware by records that Officer Goodman had two crash reports from October 5th (23-002670) and October 14th (23-002756) that had not even been started.

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I have read the above and I acknowledge that on 11-17-23 Sergeant Ogden advised and counseled me relative to the above captioned personnel matter. Initialing the record of the session will not signify agreement or disagreement with its contents.

Initials of Counseled Employee

Counseling Supervisor's Comments and Recommendations:

Any future occurrences of reports not being completed without authorization from a supervisor will result in your reports being required to be done before you go home each evening. It is important to have these reports done so victims can obtain copies and the SA's office can move forward with prosecution.

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Counseling Supervisor's Signature: [signature] MJ/640 Rank: Sergeant ID: 062

Reviewed by: LT [signature] Rank: LT ID: MJ/640

Reviewed by: [signature] Rank: CHIEF ID: M-1

Asst. Chief M2/006

Judy Wright